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		RECORDSPORTED FOR REDUCE 2005/11/21: CIA-RDP78-00487A000100255001-1							
	•	<u> </u>	الأشساء ال	CONCURRENCE					
١	OFFICE.	DIVISION, BRANCH		SI					
	Off:	ice of Personnel, Benefits & Services Division/ Retirement Branch		TITLE Chief, OP/BSD/RB 25744(L					
	ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS					
١	1.	BRANCH SUBJECT FILES							
		This file consists of policy and procedure material relating to the Civil Service Retirement System as well as the CIA Retirement & Disability System, Agency Retirement Board, general statistics, and miscellaneous correspondence dealing with the over-all function of retirement of Agency personnel.	.4	Temporary. Screen periodically and destroy material no longer needed. Retain remainder with policy and procedure material in immediate work area.					
	2.	RETIREMENT FILES		· •					
		a. General alphabetical file contains correspondence dealing with length of service, accrued benefits, and rights and eligibility of individuals under the Civil Service Retirement System on whom inquiries have been made. Also included in this file are worksheets containing annuity estimates as well as other background information compiled on individuals retired under the Civil Service Retirement System, including requests for extension, commendation letters, correspondence with Civil Service Commission, etc.	3.0	Temporary. Upon pending retirement, transfer to appropriate category file (item 2b). Destroy two years after individual's retirement or destroy upon termination of individual's employment. (Copies of pertinent documents are filed in Official Personnel Folder.)					
		b. These alphabetical files are broken down into four categories of individuals pending retirement, i.e., discontinued service, optional, disability, and mandatory. (Current)	•5	Temporary. Upon completion of retirement processing return to general alphabetical file (item 2a).					
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	Approved For Release 2005/11/21 GIA	DP78-004	87A000100290001-1
	c. This is an alphabetical file consisting	1.0	Temporary. Retain in immediate work
- 1	of worksheets containing annuity estimates as re-		three years; then destroy.
ļ	quested by employees or operating components other		*
	than those contained in item 2a.	·	
	(1963 -)		
		1.0	Temporary. Retain in immediate work area
ļ	d. Consists of official retirement files on all individuals who are pending retirement as well	1.0	indefinitely. (Final decision has not yet
	as retirees and resignees who are participants and		been reached as to the proper disposition of
i	did not withdraw their retirement from the CIA		this item.)
	Retirement & Disability System. Filed alpha.	7	
	(1965 -)		
	(2)		40
3.	CARD FILE		
•		***-	
	This 5x8 card file contains all pertinent	•3	Temporary. Retain for five years; then
	data concerning status of employee's retirement.		destroy.
	Filed alphabetically.		
	(1961 -)		
4.	OFFICIAL PERSONNEL FOLDERS		
4.	OFFICIAL FERDOMNEL FOLDERS		
	Consists of official personnel folders on	2.5	Temporary. Return to OP/File Room when no
	employees pending retirement.		longer needed.
5•	REFERENCE MATERIAL		
		2.0	Temporary. Destroy when superseded, obsolete,
	Consists of Federal Personnel Manual, regulatory issuances and other publications used as back-		or no longer needed.
	ground and reference.		Of No longer needed.
	ground and reference.		
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FICE. DI	IVISION. BRANCH		CONCURRENCE SIGNATURE	
	Office of Personnel CIA Retirement Staff		TITLE DATE	
ЕМ	FILES IDENTIFICATION	VOLUME	23 Fe	b 66
). 	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS	
	APPRO	A Records 2	Administration Officer,	(6

1 JAN 56 139 EDITIONS.

RECOBBO VEW FROLKS CHEEN 2605/11/2 COATE TO 2500 100250001-1 NCE OFFICE, DIVISION, BRANCH Office of Personnel, CIA Retirement Staff 23 FEB 1966 Chief, CIA Retirement Staff ITEM FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) VOLUME DISPOSITION INSTRUCTIONS 1. STAFF SUBJECT FILES This file consists of policy and procedure •5 Temporary. Screen periodically and destroy material relating to the CIA Retirement & Dismaterial no longer needed. Retain remainder ability System as well as machine listings by with policy and procedure material in immeage groups which are sent to various Agency diate work area. components for determination as to employees' eligibility, listings of participants, briefing material and miscellaneous correspondence dealing with the over-all function of the Staff. 2. CIA RETIREMENT BOARD MATERIAL a. Included in this file are agenda and 1.6 Permanent. When no longer needed for current reports as well as minutes of all CIA Retirement reference in immediate work area, retire to Board meetings. Filed chronologically. Agency Records Center. (1965 b. Consists of material assembled for use .8 Temporary. Forward to each Board member prior by each Board member prior to meeting, such as to meeting. Upon completion of meeting, agenda and pertinent background material on all material will be returned to Staff, disasindividuals being discussed. sembled and binders held for future use. 3. OFFICIAL RETIREMENT FILES a. Consists of official retirement files 1.5 Temporary. When all necessary action has been on all individuals who have been nominated by taken and employee is designated a participant their career service for participation in the in the System, transfer file to 3b. If em-System. File contains various work papers, ployee is not designated a participant, transnomination, etc. Filed alphabetically. fer file to 3c. Approved For Release 2005/11/21 : CIA-RDP78-00487A000100290001-1

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	Approved For Release 2005/11/21: CIA-R	78-0048	7A000100290001-1
	b. Consists of official retirement files on all individuals who are participating in the CIA Retirement & Disability System. File contains all background material relating to employee's selection into the System, including service agreement, election memorandum, etc. Filed alphabetically.	3.0	Temporary. Upon pending retirement or termination of individual's employment and individual does not withdraw his retirement from the System, forward file to Retirement Branch, BSD/OP. Otherwise, forward file to File Room for inclusion in Official Personnel Folder.
	c. Consists of official retirement files on employees falling into the following categories: (1) Individuals who were thought to be eligible but upon review were found to be ineligible; (2) Individuals who were eligible but elected not to participate in the System; (3) Ineligible individuals who felt they were eligible and appealed their case. Alphabetical by category	.6	Temporary. Retain in immediate work area until employee separates from Agency. Upon termination of individual's employment, forward file to OP/File Room for inclusion in Official Personnel Folder.
4.	CARD FILE		
	Consists of 5x8 card, Nomination Control Record, used to reflect status of each individual nominated for the System. Filed alphabetically.	.2	Temporary. Upon becoming participant, transfer card to completed file. Retain in immediate work area indefinitely for reference purposes.
5.	OFFICIAL PERSONNEL FOLDERS	*	
	Consists of official personnel folders on individuals who are pending action by the CIA Retirement Board.	5.0	Temporary. Return to OP/File Room when no longer needed.
6.	HISTORICAL FILE		
	This file consists of all material relating to the establishment of the CIA Retirement & Disability System prior to legislation enacted.	2.2	Permanent. When no longer needed in immediat work area, retire to Agency Records Center.
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		15.4	
		1.2	

4 August 1964

MEMORANDUM FOR: CIA Records Administration Officer

THROUGH : Chief, Personnel Operations Division/OP

SUBJECT : Records Control Schedule 40-64 for OP/POD,

OutPlacement Branch

RESCINDS : Records Control Schedule 40-60, page 126

- 1. Attached hereto is Records Control Schedule 40-64 for OP/POD, OutPlacement Branch.
- 2. This schedule was rewritten in order to reflect the name change of Special Assistant for OutPlacement to OutPlacement Branch and also to update items and make modifications where necessary.

	3.	It	is	requested	that	this	schedule	Ъe	substituted	for
page	126	of	the	present	schedu	ıle.				

RAO/OP	

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Attachment:

RCS 40-64, OP/POD, OutPlacement Branch

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GROUP 1 Excluded from culomatic commercial and

Land Control	RECORDA probatical Focilizations e 2005/11/2	GA RDP78	SCHEDULE NO. -0443-74000100290001-1
<u> </u>	DIVISION, BRANCH	may / 1/60	
	Commitment + Section	-Div.	
Offi	ce of Personnel, Bersonnel Operations Division/		TITLE / / DATE AUG 4002
	General Branch	5 muls	Chief, OP/POD/OutPlacement -4 AUG 1964
NO.	FILES IDENTIFICATION AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	BRANCH SUBJECT FILES		
	a. Consists of special studies, inter- Agency agreements, monthly reports, correspondence and other material accumulated in the over-all administration of the OutPlacement Branch.	•7	Temporary. Screen periodically. Destroy material no longer needed. Retain remainder in current files area.
	(1960 -) b. Chrono file of outgoing correspondence in answer to inquiries received on individuals seeking outside employment. (1962 -)	•5	Temporary. Cut off end of each Fiscal Year. Hold two years and destroy.
2.	CASE FILES		
	a. Consists of work sheets containing biographic data, Civil Service applications, and other material pertinent to the outprocessing of an individual. Filed alphabetically. (1960 -)	7•3	Temporary. Place in inactive file upon completion of case. Hold two years and destroy after all pertinent information has been transferred to 3x5 card file.
	b. 3x5 card file on all employees handled by OutPlacement Branch. These cards contain pertinent biographic data and summary of out- processing. Filed alphabetically.	•3	Temporary. Disposal not authorized. Retain in immediate work area.
	c. Duplimats which are used in reproducing resumes for clients to use as handouts in seeking outside employment. Filed alphabetically.	.8	Temporary. Destroy six months after termins tion of individual.
	d. Security liaison 3x5 card file maintained on Agency employees - terminated and those presently employed - on whom outside inquiries have	.1	Temporary. Disposal not authorized. Retain in immediate work area.
	been received. Card contains biographic data as well as Agency employment history, investigator's name, place of employment, remarks made and any referrals given. Approved For Release 2005/11/21:	CIA-RDP78	6609P 1 Emilion all adamatic Los and aller and 3-00487A00D1062900094-1

EM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-R	IDP78-004	87A000100290001-1
3.	OFFICIAL PERSONNEL FOLDERS	JKE	
(†)	Consists of official personnel folders on Agency employees who have terminated as well as those presently employed on whom outside inquiries		Temporary. Return to OP/File Room when no longer needed for reference purposes.
	have been received.		
4.	LEAD/SOURCE FILE		
	a. Consists of brochures and other material on private companies as well as local, state,	2.5	Temporary. Destroy when revised or obsolete
	and Federal government agencies used by Agency		
	type of business for private industry; filed by area of country for government. b. Consists of 3x5 card file that lists names of individual companies by state and alphabetically thereunder. c. Consists of 5x8 card file that lists names of companies according to job speciality. Filed alphabetically.	,	
		•3	Temporary. Destroy when obsolete.
			n posture shar shoolats
		.1	Temporary. Destroy when obsolete.
5.	REFERENCE MATERIAL		
	Consists of Civil Service announcements, FPMs, Dept. of Army and State manuals, Federal	13.7	Temporary. Destroy when revised, obsolete, or no longer needed.
	Service Information, Civil Service Competitive Examination Schedule, Agency regulatory issuances and other material used for reference.		
	suances and other material used for reference.		
		28.3	
	S	GRET	
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